

**New Hampshire Department of
Environmental Services
Air Resources Division**



Title V Permit Reporting Guidance

Last revised: 2/14/02

Introduction

The NH Department of Environmental Services, Air Resources Division (DES) has developed this reporting guidance in order to offer information and assistance to owners and operators of facilities subject to Title V of the Clean Air Act (42 USC 7661). Specifically, this guidance addresses some of the reports that must be submitted by owners of facilities that have been issued Title V permits, including:

1. The **Annual Compliance Certification, due annually on April 15;** and
2. The **Semi-Annual Permit Deviation and Monitoring Report, due semi-annually on January 31 and July 31.**

Included as an appendix to this guidance document are optional forms that can be used to satisfy the reporting requirements listed above. DES is not requiring the use of these forms or the particular format shown. However, all of the information listed on the optional forms must be reported, whatever reporting format is used. The appendix includes the following documents:

- A. Annual Compliance Certification, Parts 1 through 4;
- B. Instructions for completing the Annual Compliance Certification;
- C. Semi-Annual Permit Deviation And Monitoring Report, Parts 1 through 5;
- D. Instructions for completing the Semi-Annual Permit Deviation and Monitoring Report; and
- E. Permit Deviation Reporting Form.

The annual compliance certification must be submitted to both DES **and** to the USEPA. The semi-annual permit deviation and monitoring ("PD/M") report is only required to be submitted to DES. For ease of reporting, data that has already been submitted to DES in the semi-annual PD/M report can be referenced in the annual compliance certification sent to DES instead of submitting duplicate data. However, if this option is chosen, the annual compliance certification that is submitted to the USEPA must include as attachments copies of any semi-annual reports or other pertinent data that are referenced in the document.

The annual compliance certification is discussed in more detail in [Section I](#) and the semi-annual PD/M report is discussed in more detail in [Section II](#) of this guidance document. Lastly, [Section III](#) of this guidance document discusses the specific requirements for reporting permit deviations.

Copies of this guidance document, the optional reporting forms and the instructions for completing the reporting forms can be viewed or downloaded from the DES website at <http://www.des.state.nh.us/ard/guidance.htm>.

It is the responsibility of the owner of the Title V source to monitor compliance during the reporting period and to accurately certify its compliance status annually. **DES will not be sending notices of the reporting deadlines to sources with Title V permits.** Owners of sources with Title V permits that submit incomplete reports, fail to submit a report, or submit a report after the reporting deadline may be subject to enforcement action by DES. The EPA assigns High Priority Violator (HPV) status to sources that fail to submit the Title V compliance certification by the reporting deadline. Although not required, DES recommends that the annual compliance certification and semi-annual reports be sent to DES via certified mail.

Section I. Annual Compliance Certification:

The Code of Federal Regulations, Title 40, Part 70 (“40 CFR 70”) contains the requirements for the Title V Permitting Program. 40 CFR 70 requires that all owners of Title V sources certify their compliance status with **each condition and requirement** of the Title V permit on an annual basis.

The reporting requirements section of the Title V permit typically contains the following or similar language: “Annual compliance certification shall be submitted in accordance with Section XXI (or XXIII) of this Permit.” Section XXI or Section XXIII, depending on the format of the permit, describes the information that must be included in the annual compliance certification. The source is required to certify its compliance status with each requirement of the permit annually on or before **April 15**. The reporting period covers the period of January 1 through December 31 of the preceding calendar year. For the year in which the Title V permit is issued, the reporting period commences on the date that the permit is issued through December 31. The report must describe:

1. The terms and conditions of the permit that are the basis of the certification. The report must include the particular permit condition or item number that references each requirement, and a brief summary of the requirement;
2. The compliance status of the source with respect to each term and condition of the permit, and whether compliance was continuous, intermittent, or, if applicable, “not in compliance” during the reporting period;
3. The method(s) used for determining compliance, including a description of the monitoring, record keeping, or test methods, and the frequency, either continuous or intermittent, of the method used to determine compliance. The frequency of the method does not have to be continuous for compliance to be reported as continuous. An intermittent method, such as recordkeeping, fuel sampling, or a stack test, can